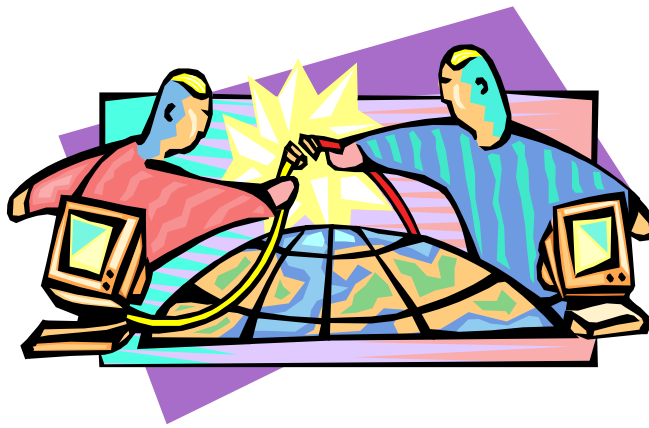


# ELECTRONIC CASE FILING CM/ECF



## User's Manual

Middle District of North Carolina  
(June 16, 2006)

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# **Electronic Case Files System User's Manual**

## **Getting Started**

### **Introduction**

The United States District Court for the Middle District of North Carolina permits attorneys to file documents with the Court from their own offices over the internet. Standing Order 34 of March 1, 2005, and the revised Local Rules authorize electronic filing in conjunction with the Federal Rules of Civil and Criminal Procedure. This User's Manual along with the Electronic Case Filing Administrative Policies and Procedures Manual provides instructions on how to file documents, view documents, and retrieve docket sheets for cases filed in this court.

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Netscape and Adobe Acrobat.

### **Help Desk**

Contact the Court's Help Desk between the hours of 8:00 A.M. and 5:00 P. M., Monday through Friday, if you need assistance using ECF.

**Toll Free Help Desk – Greensboro                      1-800-659-2212**

### **ECF System Capabilities**

The electronic filing system allows registered participants with Internet accounts and Netscape software to perform the following functions:

- Open the Court's web page
- View or download the most recent version of the User's Manual
- Self-train on a web-based ECF Tutorial
- Practice entering pleadings into ECF using a "training" database that is similar to the official live ECF database
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports for cases that were filed electronically

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## **Requirements**

### **Hardware and Software Requirements**

The hardware and software needed to electronically file, view and retrieve case documents are the following:

A personal computer running a standard platform such as Windows, Windows 95, Windows 98, or Macintosh.

Internet service and a compatible browser (Netscape Navigator 4.6 or 4.7 and IE 5.5 were the only browsers tested on CM/ECF. The CM/ECF technical staff is currently testing Netscape version 7.02 and Internet Explorer version 6.0 to certify its compatibility with the Bankruptcy and District CM/ECF systems. However, there are users currently accessing the system using Netscape Version 7.02 and Internet Explorer version 6.0 with positive results. In either case, the browser must Be JavaScript-enabled.).

Software to convert documents from a word processor format to portable document format (PDF). Adobe Acrobat PDF Writer, as well as certain word processing programs can perform this function. Both Acrobat Writer Version 3.X and 4.X meet the CM/ECF filing requirements. The CM/ECF technical staff is currently testing Version 5 to certify its compatibility with the CM/ECF system. For viewing documents, not authoring them, only Adobe Acrobat Reader is needed.

A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect and Word.

A scanner to transmit documents that are not in your word processing system.

### **PACER Registration**

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

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## Registering for Access to ECF

Participants will need to register with the courts to receive a login and password for the CM/ECF system. Registration forms can be obtained on our web site at <http://www.ncmd.uscourts.gov/cmecf/> or by calling the court.

Completed registration forms should be mailed to:

John S. Brubaker, Clerk  
United States District Court  
Middle District of North Carolina  
Attn: ECF Attorney Registration  
Room 401  
324 W. Market Street  
Greensboro, North Carolina 27401

Once an account has been established, to ensure that the Clerk's Office has correctly entered a registering attorney's Internet e-mail address into the System, the Clerk's Office will send the attorney an Internet e-mail message after assigning the attorney a password.

Registered users can visit a training version of the system on the Internet at <http://ecf-train.ncmd.uscourts.gov> to practice ECF activities. We strongly recommend that registered users practice in the "training" ECF database before filing documents in the "live" ECF database.

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## Preparation

### Setting Up the Acrobat PDF Reader

Users must set up Adobe's Acrobat Reader software in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format. When installing this product, please review and follow Adobe's directions to utilize Acrobat Reader after installation.

### Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the court using the ECF system. Before sending the file to the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

#### How to View a PDF File

- Start the Adobe Acrobat program.
- Go to the *File* menu and choose *Open*.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat Exchange loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the *View* menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

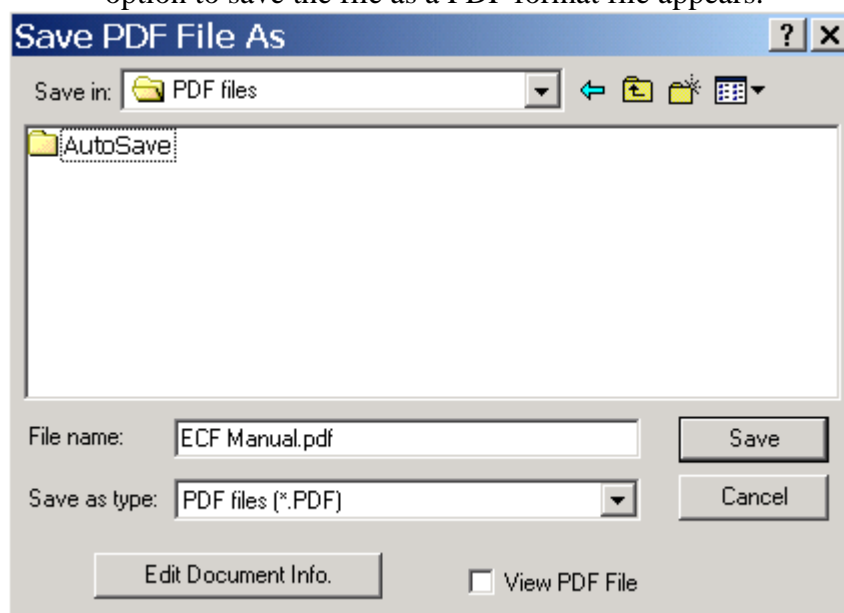
#### How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) system. The conversion process requires special software such as Adobe Acrobat Writer. WordPerfect versions 9 and 10 have Acrobat Writer built-in and can also be used to convert documents to PDF.

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### Using any word processing program:

- Install Acrobat Writer on your computer
- Open the document to be converted
- Select the **[Print]** option (generally found in the File menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.
- Select **Adobe PDFWriter\***
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.



- Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the “Save in” area of the window.
- Name the file, giving it the extension .PDF and click the **[Save]** button.

*Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter, and follow the directions above.*

*\*You must have Adobe Acrobat Writer installed on your computer to see these choices listed.*



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## Basics

### User Interactions

There are three general types of user interactions allowed by the system:

- Entering information in data fields
- Using command buttons to direct system activities
- Mouse-clicking on hyperlinks

### Conventions used in this Manual:

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

### Documents Filed In Error

A document incorrectly filed in a case may result from a) posting the wrong PDF file to a docket entry; b) selecting the wrong document type from the menu; or c) entering the wrong case number and not discovering the error before completing the transaction.

To request a correction, telephone:

Civil	336-332-6020
Criminal	336-332-6030

**Toll Free Help Desk                      1-800-659-2212**

as soon as possible after an error is discovered. You will need to provide the case and document numbers for the document requiring correction. If appropriate, the court will make an entry indicating that the document was filed in error. If circumstances warrant, the docket clerk may temporarily reset the link to the document so that it may only be accessed by court users, not by counsel or PACER users. You will be advised if you need to re-file the document. The ECF system does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

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## Errors Found During Quality Control Process

Clerk's Office staff to ensure that they were docketed correctly and they comply with the Federal Rules of Civil Procedure and the Local Rules of our court will review all documents filed by counsel. If it is determined that a document was incorrectly filed with this Court, for example, Rule 26(a) disclosures which should only have been served on an opposing party, a docket event will be made which will be sent to the parties indicating that the document was filed in error. The link to the document will be reset so that the document may only be accessed by court users, not by counsel or PACER users. The original docket entry will remain. If you file a document in the wrong case, it is your responsibility to refile it in the correct case.

## Viewing Transaction Log

This feature, selected from the **Utilities** menu allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately, then telephone the Court's Help Desk (see p. 3) as soon as possible.

## User's Manual

You can download or view the most recent version of the ECF User's Manual (in PDF format) from the District Court's web page. Enter <http://www.ncmd.uscourts.gov>, when the court's web page opens, click on the **Electronic Case Filing** hyperlink.

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## A Step-By-Step Guide

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you go through the steps on the training database before trying to actually file a document.

### How to Access the System

Users can get into the system via the Internet by going to

<http://ecf.ncmd.uscourts.gov>

Or, you may go to the Middle District of North Carolina's Web site at [www.ncmd.uscourts.gov](http://www.ncmd.uscourts.gov) and click on the **Electronic Case Filing** hyperlink.

Click on **Middle District of North Carolina-Document Filing System** to open the login screen and login to ECF.

Users can access the **Training Database** by going to

<http://ecf-train.ncmd.uscourts.gov>

### Logging In

The next screen is the login screen.

## ECF/PACER Login

### Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

### Instructions

Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

In the future an access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

### Authentication

Login:	<input type="text"/>
Password:	<input type="password"/>
client code:	<input type="text"/>

*CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x.*


Enter your ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive. This login will allow you to both file documents and query for general case information. Please see the section entitled Query Feature for information about use of a PACER login and password.

**Note:** Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter you **PACER** login and password. Beginning July 2002 you will be charged a fee to view ECF case dockets and documents.

Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

- If the ECF system does not recognize your login and password, it will display the following error message on a new screen.

**Login failed either your login name or key is incorrect**

- Click on the **[Back]**  button in your browser and re-enter your correct login and password. Once the **Main Menu** appears, choose from a list of **hyperlinked** options on the top bar.



**Note:** The date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the court's Help Desk (see p. 3) as soon as possible.

## Selecting ECF Features

ECF provides the following features that are accessible from the Blue menu bar at the top of the opening screen.

**Civil**- Select **Civil** to electronically file all civil case pleadings, motions, and other court documents.

**Criminal**- Select Criminal to electronically file all criminal case pleadings, motions, and

**Query**- Query ECF by specific case number, party name, or nature of suit to

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	retrieve documents that are relevant to the case. You must login to <b>PACER</b> before you can query ECF.
<b><u>Reports-</u></b>	Choose <b><u>Reports</u></b> to retrieve docket sheets and cases-filed reports. You must login to <b>PACER</b> before you can view an ECF report.
<b><u>Utilities-</u></b>	View your personal ECF transaction log and maintain personal ECF account information in the <b><u>Utilities</u></b> area of ECF.
<b><u>Logout-</u></b>	Allows you to exit from ECF and prevents further filing with your password until the next time you log in.



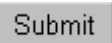
## Civil Events Feature

Registered filers will use the civil feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases. See the list of ECF documents are on our website [www.ncmd.uscourts.gov](http://www.ncmd.uscourts.gov) the back of this manual. This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

### General Rules and Manipulations


#### Manipulating the screens

Each screen has the following two buttons:

-  clears **all** characters entered in the box(es) on that screen.
-  or  accepts the entry just made and displays the next entry screen, if any.

#### Correcting a mistake:



Use the  button on the Netscape toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

#### Signatures; Affidavits of Service

Documents which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute, shall be filed electronically with originally executed copies maintained by the filer. The filing party shall scan the original affidavit, then electronically file it on the System. See

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the Electronic Case Filing Administrative Policies and Procedures Manual page 9 for signature restrictions.

In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:

- (a) The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain the physical signatures of all parties on the document.
- (b) The filing party or attorney then shall file the document electronically, indicating the signatories, e.g., “s/Jane Doe,” “s/John Doe,” etc.
- (c) If the filing party or an attorney believes a document with original signatures has intrinsic value, the attorney shall retain the original document until two (2) years after the expiration of the time for filing a timely appeal of a final judgment or decree, or after receipt by the Clerk of Court an order terminating the action on appeal.
- (d) A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document within ten days of receiving the Notice of Electronic Filing.

## Filing a Civil Complaint

Please see the Electronic Case Filing Administrative Policies and Procedures Manual for details on filing a new complaint.

The Court will accept complaints sent by e-mail, sent by U. S. Mail, or delivered in person to the Clerk's office. If you e-mail your complaint, it must be in PDF format and sent to one of the following addresses:

[newcases@ncmd.uscourts.gov](mailto:newcases@ncmd.uscourts.gov)

Present the Clerk's office with a Civil Cover Sheet (JS-44c), summons and the complaint which lists the case party information and along with the filing fee, OR e-mail the civil cover sheet, complaint and summons. **New cases are deemed filed the day the Clerk's Office receives the complaint and any required filing fee.**

## Filing Documents for Civil Cases

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There are eight basic steps involved in filing a document:

- 1) Select the type of document to file (see Attorney Event Menu);
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the party(s) filing the document;
- 4) Specify the PDF file name and location for the document to be filed.
- 5) Add attachments, if any, to the document being filed.
- 6) Modify docket text as necessary
- 7) Submit the pleading to ECF
- 8) Receive notification of electronic filing



After successfully logging into ECF, follow these steps to file a pleading.



## 1. Select the type of document to file.

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

Click on **Motions**, under **Motions and Related Filings**



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.

For demonstration purposes, highlight **Preliminary Injunction** and click on [Next].

**Note:** To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

**2. Enter the case number in which the document is to be filed.**

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **Next**].

- If the number is entered incorrectly, click **Clear** to re-enter. If the computer prompts that you entered an invalid case number, click on **Back** to re-enter.
- When the case number is correct, click on **Next** .

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3. Designate the party(s) filing the document .

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue header with the ECF logo and navigation links: Civil, Criminal, Query, and R. Below the header, the word "Motions" is displayed in blue. Underneath, the case number "8:00-cv-00101 Solich v. Stoops" is shown in blue. A blue instruction reads: "If the name of the filer does not appear below click on Add/Create New Party." Below this, the text "Select the Party:" is followed by a scrollable list box containing "Frank Solich [Plaintiff]" and "Bob Stoops [Defendant]". To the right of the list box is a blue link "Add/Create New Party". At the bottom of the list box are two buttons: "Next" and "Clear". A mouse cursor is visible near the "Clear" button.

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the control key while pointing and clicking on each party of the group

After highlighting the parties to the motion, click on the **[Next]** button.

**Note:** All parties should have been added to the case when it was opened. If your party does not appear, double check to make sure you are filing in the correct case. See the section of this manual titled **Add/Create New Party** for more information.

4. Specify the PDF file name and location for the document to be filed.

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

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Civil • Criminal • Query •

**Motions**  
[8:00-cv-00101 Solich v. Stoops](#)  
  
Select the **pdf** document (for example: CA199cv501-21.pdf).  
**Filename**  
  
  
**Attachments to Document:** ☒ No ☐ Yes

- Click on the **[Browse]** button. ECF opens the following screen.

File Upload

Look in: PDF Files

- Change the **Files of type** from:

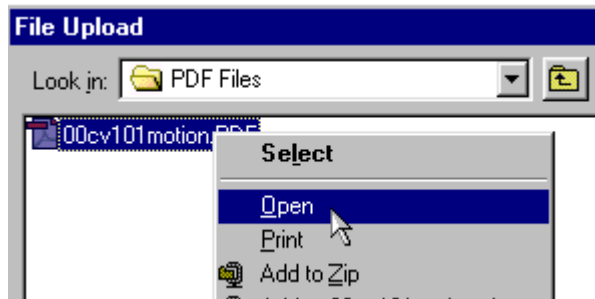
Files of type:

to:



- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

**Note:** In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.



- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation links for Civil, Criminal, and Query. Below the header, the page is titled "Motions". A link for "8:00-cv-00101 Solich v. Stoops" is visible. The main content area prompts the user to "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a "Filename" label followed by a text input field containing "C:\My Documents\PDF Files\00cv101mo" and a "Browse..." button. Below this, the "Attachments to Document:" section has two radio buttons: "No" (which is selected) and "Yes". At the bottom of the form, there are "Next" and "Clear" buttons.

- If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 6, “**Modifying Docket Text**,” to proceed with your filing.
- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Each exhibit to a motion, response or reply should be a separate attachment. Click on **[Next]** and proceed to the first step in Section 5, “**Adding Attachments to Documents Being Filed**”.

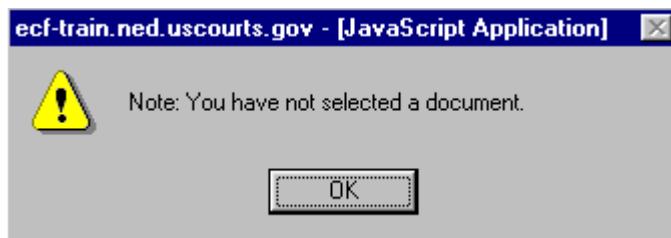
In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.

This screenshot shows the ECF interface after an error. The header is similar to the previous screenshot but includes additional links: Civil, Query, Reports, and Utilities. The page title is "Motions". A link for "1-01-04011-PLF DE'MITRIA RICE et al v. ARLENE ACKERMAN et al" is present. A red oval highlights an error message that reads: "ERROR: Document is not a well-formed PDF document (no further information is available)." Another red oval highlights a "Back" button located below the error message. An arrow points from the "Next" button in the previous screenshot to this error message.

- 
- ECF will not permit you to select a file for your pleading that is not in PDF format.
  - Click on the **[Back]** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

#### **Failure to Select A Document to File**

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



- If you click **[OK]** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

#### **5. Add attachments to documents being filed.**

Remember that each exhibit to a motion, response or reply should be a separate attachment.

**NOTE:** Please see Section K of the Electronic Case Filing Administrative Policies and Procedures Manual for instructions on how to submit Proposed Orders for the Court's approval. All proposed orders must be submitted in a format compatible with WordPerfect, which is a "Save As" option in most word processing software.

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

ECF
Civil • Criminal • Query • Reports • Utilities • Logout

### Motions

8:00-cv-00101 Solich v. Stoops

**Select one or more attachments.**

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

---

2) At your option, select a document type and/or enter a description.

Type	Description
<div style="border: 1px solid #ccc; height: 15px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 15px; width: 100%;"></div>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Click on [**Browse**] to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment. **Your filing will be considered deficient if you do not perform this task.**
- Click on [**Add to List**].

ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.

**Select one or more attachments.**

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

---

2) At your option, select a document type and/or enter a description.

Type	Description
<div style="border: 1px solid #ccc; height: 15px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 15px; width: 100%;"></div>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.



- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

## 6. When attachments and exhibits are in paper format.

All attachments or exhibits in paper form should be scanned using a scanner and appropriate software for the creation of files in PDF format when possible. Exhibits may be scanned into one or more files (each less than 2 MB in size) and attached for e-filing using the procedure outlined above.

**Tip:** Be sure your scanner is set to black and white for text (unless it is a document that must be filed in color) and is set at a low image resolution, before scanning documents. The Clerk's Office is using a scanner resolution of 200 x 200 in black and white mode.

Attachments or exhibits that cannot be scanned for e-filing may be submitted to the Clerk's Office in paper format. Attorneys may present paper filings using the following method:

E-file a pleading indicating that certain attachments have not been scanned and will be, instead, filed with the clerk. Print the resulting Notice of Electronic Filing (NEF), attach it to the paper exhibits, and submit it to the clerk. Paper attachments submitted in this manner will be considered filed as part of the e-filed pleading.

Note: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

## 7. Modify docket text.

The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a 'Motions' section for case 8:00-cv-00101 Solich v. Stoops. A yellow box highlights the 'Docket Text: Modify as Appropriate.' section. Inside this box, there is a dropdown menu (indicated by a blue arrow), followed by the text 'MOTION for Preliminary Injunction', a text input field, and the text 'on behalf of Plaintiff Frank Solich (attorney2, )'. Below the yellow box are 'Next' and 'Clear' buttons.

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.

**ECF** Civil • Criminal • Query • Reports • Utilities •

**Motions**

[8:00-cv-00101 Solich v. Stoops](#)

Docket Text: Modify as Appropriate.

MOTION for Preliminary Injunction  on behalf of Plaintiff Frank Solich (attorney2, )

First  
**Second**  
 Third  
 Fourth  
 Fifth  
 Sixth  
 Seventh  
 Eighth  
 Ninth  
 Tenth  
 Amended  
 Consent  
 Counter  
 Cross  
 Emergency  
 Endorsed  
 Ex Parte  
 Final  
 Interim

Click in the open text area to type additional text for the description of the pleading.

**ECF** Civil • Criminal • Query • Reports • Utilities •

**Motions**

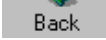
[8:00-cv-00101 Solich v. Stoops](#)

Docket Text: Modify as Appropriate.

MOTION for Preliminary Injunction  on behalf of Plaintiff Frank Solich (attorney2, )

## 8. Submit the pleading.

- Click on the [Next] button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a

previous screen, click the  Back button on the Netscape toolbar to find the screen

you wish to alter.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a section titled "Motions" with a link to "8:00-cv-00101 Solich v. Stoops". A yellow highlighted box contains the docket text: "Docket Text: Final Text" and "Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)". Below the text is a red warning: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom are two buttons: "Next" and "Clear".

- Click on the [Next] button to file and docket the pleading.

**Note:** The screen depicted above contains the following warning.

**Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**



At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

## 9. Notice of Electronic Filing.

ECF opens a new **Motions** window displaying an ECF filing receipt.

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Civil • Criminal • Query • Reports • Utilities • Logout


**Motions**  
[8:00-cv-00101 Solich v. Stoops](#)

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Notice of Electronic Filing

The following transaction was received from Bobby Donnell on 2/7/2002 at 8:22 PM CST

**Case Name:** Solich v. Stoops  
**Case Number:** [8:00-cv-00101](#)  
**Document Number:** [2](#)

**Docket Text:**  
 Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)

The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** C:/WINDOWS/Desktop/CofC.pdf  
**Electronic document Stamp:**  
 [STAMP dcecfStamp\_ID=1002743010 [Date=2/7/2002] [FileNumber=56249-0] [5cabcaf55e74eceb929b886c8e0cc5a5fa41f62d76f2f832ee1204010c1c8011c24da8cb9ac271fe07806426c2a77dd65992d891a699512144c5e6b9b880645d]]

**8:00-cv-00101 Notice will be electronically mailed to:**

**8:00-cv-00101 Notice will not be electronically mailed to:**

Bobby Donnell  
 DONNELL, YOUNG LAW FIRM  
 72 Beacon Streen  
 Boston, MA 02108

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the Netscape Toolbar to print the document receipt.
- Select **[File]** on the Netscape menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

**Note:** The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will not be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the **Notice of**

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**Electronic Filing** to attorneys and parties who are not set up for electronic notification.

### **E-Mail Notification of Documents That Were Filed**

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document when they receive their **Notice of Electronic Filing** for that filing. (It is suggested that you note the document number assigned on your copy of the PDF file residing on your hard drive.) The Court strongly urges you to copy the **Notice of Electronic Filing** and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

<p><b>Note:</b> It is the responsibility of filers to send hard copies of the pleading and <b>Notice of Electronic Filing</b> to attorneys and pro se parties who have indicated they <i>do not</i> have E-mail accounts.</p>
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## **Criminal Events Feature**

### **Filing Documents for Criminal Cases**

There are nine basic steps involved in filing a criminal document:

- 1) Select the type of document to file (see Attorney Event Menu);
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the defendant that the filing relates to;
- 4) Verify that the case number and caption are correct.
- 5) Designate the party(s) filing the document;
- 6) Specify the PDF file name and location for the document to be filed.
- 7) Add attachments, if any, to the document being filed.
- 8) Modify docket text as necessary
- 9) Submit the pleading to ECF
- 10) Receive notification of electronic filing

After successfully logging into ECF, follow these steps to file a pleading.



**1. Select the type of document to file.**

Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

Click on **Motions**, under **Motions and Related Filings**



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.

For demonstration purposes, highlight **Suppress** and click on **[Next]**.

**Note:** To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

**2. Enter the case number in which the document is to be filed.**

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**.

**Note:** if the case number you are working on is 1:00cr101, you could enter the case number in any of the following formats:

**02-100**

**02cr100**

**1:02-cr-100**

**1-02-cr-100**

**1:02cr100**



- If the number is entered incorrectly, click **[Clear]** to re-enter. If the computer prompts that you entered an invalid case number, click on **[Back]** to re-enter.
- When the case number is correct, click on **[Next]**

3. Designate the defendant(s) that the filing relates to.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and tabs for "Civil" and "Criminal". Below the header, the word "Motions" is displayed in blue. The main area is titled "Select defendants" in italics. There are three checkboxes: "8-02-cr-100-1 - Butch Cassidy", "8-02-cr-100-2 - Sundance Kid", and "All defendants". The "All defendants" checkbox is checked. At the bottom, there are two buttons: "Next" and "Clear".

Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants" and leave the other boxes unchecked. When finished selecting defendants click on **[Next]**.

4. Verify the case number and caption are correct.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and tabs for "Civil" and "Criminal". Below the header, the word "Motions" is displayed in blue. The main area contains the text "Click next if case number and caption are correct." in blue. Below this text, the case number "8:02-cr-00100" and the caption "USA v. Cassidy et al" are displayed. At the bottom, there are two buttons: "Next" and "Clear".

Click 

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5. Designate the party(s) filing the document .

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue header with the ECF logo and tabs for 'Civil' and 'Criminal'. Below the header is a section titled 'Motions'. Two lines of text in red and blue provide instructions: 'COURT USE ONLY: If the attorney name does not appear below click on' and 'CIVIL CASES ONLY: If the name of the filer does not appear below click'. Below this is a 'Select the Party:' label and a dropdown menu. The dropdown menu is open, showing three options: 'USA [Plaintiff]', 'Butch Cassidy (1) [Defendant]', and 'Sundance Kid (2) [Defendant]'. At the bottom of the form are two buttons: 'Next' and 'Clear'.


Highlight the name of the party or parties filing the motion. Click on the [Next] button.

6. Specify the PDF file name and location for the document to be filed.

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

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Civil • Criminal •

## Motions

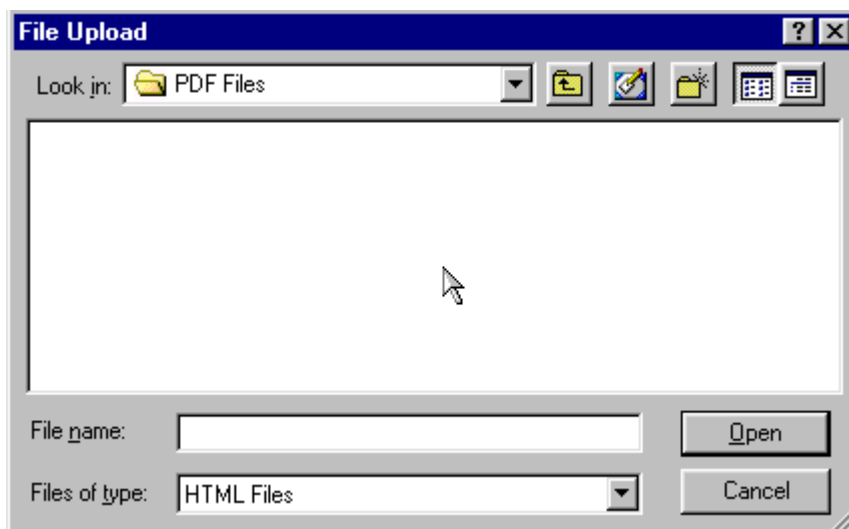
[8:02-cr-00100 USA v. Cassidy et al](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:** ☒ No ☐ Yes

- Click on the **[Browse]** button. ECF opens the following screen.



- Change the **Files of type** from:

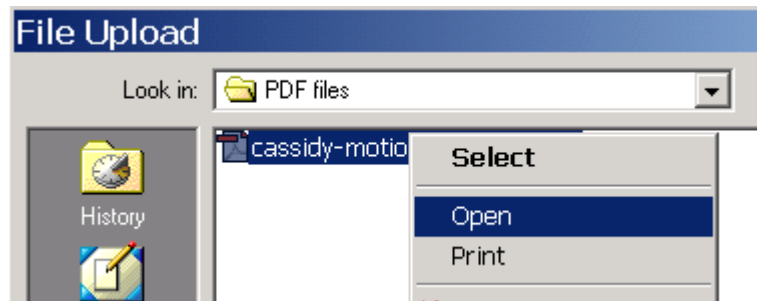
Files of type:

to:

Files of type:

- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

**Note:** In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.



- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button in the lower right corner of the File Upload window. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

ECF
Civil • Criminal • Query

### Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

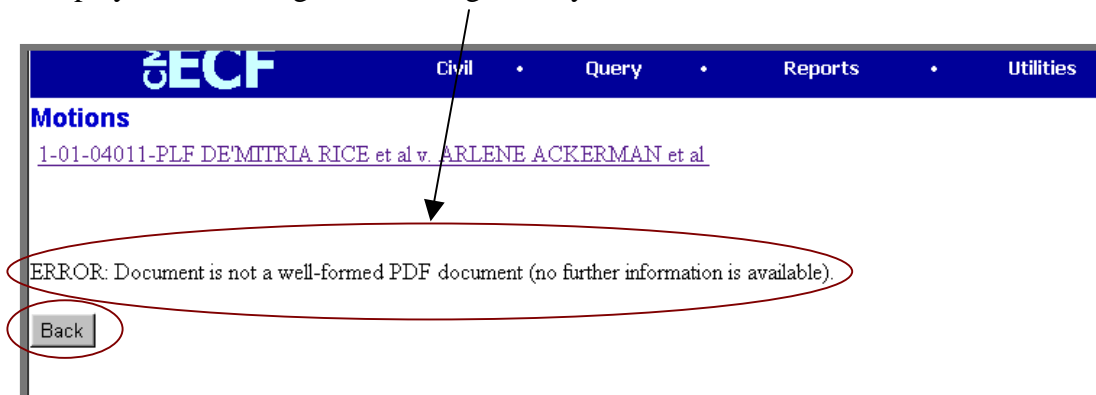
C:\My Documents\PDF files\cassidy-m
Browse...

**Attachments to Document:** ☒ No ☐ Yes

Next
Clear

- If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 6, “**Modifying Docket Text,**” to proceed with your filing.
- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Each exhibit to a motion, response or reply should be a separate attachment. Click on **[Next]** and proceed to the first step in Section 5, “**Adding Attachments to Documents Being Filed**”.

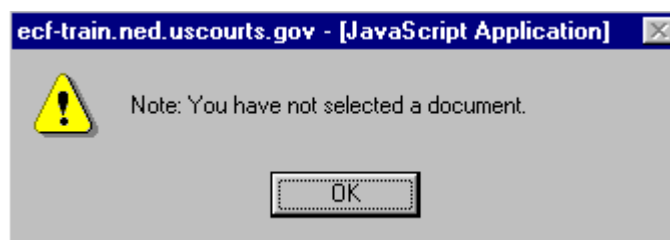
In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.



- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

#### **Failure to Select A Document to File**

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



- If you click **[OK]** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

### **7. Add attachments to documents being filed.**

Remember each exhibit to a motion, response or reply should be a separate attachment.

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

The screenshot shows the ECF Motions screen. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the bar, the page title is "Motions" and the case name is "8:00-cv-00101 Solich v. Stoops". The main content area has the heading "Select one or more attachments." followed by three numbered instructions. Instruction 1 asks to enter the pdf document name, with a "Filename" label and a text box containing a blank space, and a "Browse..." button. Instruction 2 asks to select a document type and/or enter a description, with a "Type" dropdown menu showing a downward arrow and a "Description" text box. Instruction 3 asks to add the filename to a list box, with a list box containing a blank space, an "Add to List" button, and a "Remove from List" button. A "Next" button is at the bottom left.

- Click on [**Browse**] to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment. **Your filing will be considered deficient if you do not perform this task.**
- Click on [**Add to List**].

ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.

This is an annotated version of the ECF Motions screen. Red circles highlight the "Filename" text box containing "C:\My Documents\reclassify\_guidelin", the "Browse..." button, the "Type" dropdown menu showing "Appendix", and the list box containing "C:\My Documents\reclassify\_guideline\_wo\_summons.pdf". The "Add to List" button is also visible. The "Next" button is at the bottom left. The text "CM/ECF Us" is partially visible on the left side of the page.

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

## 8. When attachments and exhibits are in paper format

All attachments or exhibits in paper form should be scanned using a scanner and appropriate software for the creation of files in PDF format when possible. Exhibits may be scanned into one or more files (each less than 2 MB in size) and attached for e-filing using the procedure outlined above.

**Tip:** Be sure your scanner is set to black and white for text (unless it is a document that must be filed in color) and is set at a low image resolution, before scanning documents. The Clerk's Office is using a scanner resolution of 200 x 200 in black and white mode.

Attachments or exhibits that cannot be scanned for e-filing may be submitted to the Clerk's Office in paper format. Attorneys may present paper filings using the following method:

E-file a pleading indicating that certain attachments have not been scanned and will be, instead, filed with the clerk. Print the resulting Notice of Electronic Filing (NEF), attach it to the paper exhibits, and submit it to the clerk. Paper attachments submitted in this manner will be considered filed as part of the e-filed pleading.

Note: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

## 9. Modify docket text.

**ECF** Civil • Criminal • Query • Reports • Utilities •

**Motions**  
[8:02-cr-00100 USA v. Cassidy et al](#)

**Docket Text: Modify as Appropriate.**

by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy, Sundance Kid. (Pleiss, Luta)

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.

**MECF** Civil • Criminal • Query • Reports • Utilities •

**Motions**  
[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

MOTION to Suppress  by Attorney Luta K. Pleiss as to defendant(s) Butch  
 Cassidy, Sundance Kid . (Pleiss, Luta)

Click in the open text area to type additional text for the description of the pleading.


**MECF** Civil • Criminal • Query • Reports • Utilities •

**Motions**  
[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.


MOTION to Suppress  by Attorney Luta K. Pleiss as to defendant(s) Butch  
 Cassidy , Sundance Kid . (Pleiss, Luta)

## 10. Submit the pleading.

- Click on the [Next] button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the  button on the Netscape toolbar to find the screen you wish to alter.



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Civil • Criminal • Query • Reports • Utilities •

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Final Text

Amended MOTION to Suppress *Evidence retrieved from Defendant's car* by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy, Sundance Kid. (Pleiss, Luta)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

- Click on the [Next] button to file and docket the pleading.

**Note:** The screen depicted above contains the following warning.

**Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

## 11. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt.

The screenshot shows a web browser window with a blue header bar. The header contains the ECF logo on the left, a navigation menu with links for Civil, Criminal, Query, Reports, Utilities, and Logout in the center, and a yellow question mark icon on the right. Below the header, the page title is "Motions" in blue. Underneath, there is a link "8:00-cv-00101 Solich v. Stoops". The main content area has a light gray background and contains the following text:

Notice of Electronic Filing

The following transaction was received from Bobby Donnell on 2/7/2002 at 8:22 PM CST

**Case Name:** Solich v. Stoops  
**Case Number:** [8:00-cv-00101](#)  
**Document Number:** [2](#)

**Docket Text:**  
Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**C:/WINDOWS/Desktop/CofC.pdf  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1002743010 [Date=2/7/2002] [FileNumber=56249-0] [5cabcaf55e74eceb929b886c8e0cc5a5fa41f62d76f2f832ee1204010c1c8011c24da8cb9ac271fe07806426c2a77dd65992d891a699512144c5e6b9b880645d]]

**8:00-cv-00101 Notice will be electronically mailed to:**

**8:00-cv-00101 Notice will not be electronically mailed to:**

Bobby Donnell  
DONNELL, YOUNG LAW FIRM  
72 Beacon Streen  
Boston, MA 02108

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the Netscape Toolbar to print the document receipt.
- Select **[File]** on the Netscape menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

**Note:** The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to

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the Court. The ECF filing report also displays the names and addresses of individuals who will not be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

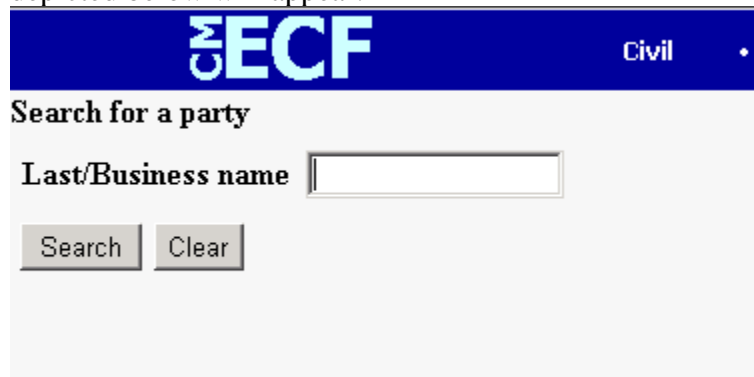
### **E-Mail Notification of Documents That Were Filed**

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. **Only attorneys of record in the case are able to view pleadings in Criminal cases via the internet. Attorneys in multi-defendant cases can only view, via the internet, those filings which relate directly to the party they represent. All other pleadings may be viewed at the courthouse.** Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document. The Court strongly urges you to copy the **Notice of Electronic Filing** and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

**Note:** It is the responsibility of filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.

### **Add/Create a New Party**

In rare cases you may need to add a party to the ECF system. If the party you represent is not listed in the "Select a Party" screen, click on **Add/Create New Party**. The screen depicted below will appear.



ECF Civil

Search for a party

Last/Business name

Search Clear

---

You must first perform a search to see if your party has already been entered in the ECF system. Type the first few letters of the party's last name for an individual or the first few letters of the company name. Although system searches are not case sensitive, this district requires that all new parties be added in **UPPER CASE** format. Click[**Search**].

**Note:** Before adding a party, check your case number to ensure that you are working in the correct case. Then, thoroughly search for the party's last name or the company's name before adding a new record to the database.

Example of an incorrect search parameter: **THE NORTH CAROLINA BAR**  
Example of a **correct** search parameter: NORTH CAROLINA BAR

If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click [**Select name from list**]. Review the party information and select the party's role in this filing. Click [**Submit**].

If a match is not found, or your party does not appear in the list, click [**Create new party**].

**NOTE:** Incorrectly added parties will be periodically updated by the systems administrator but may appear on your pick-list from time to time. **Always choose an existing party that is properly formatted** over one that was added incorrectly when presented with a list of possible matches.

<b>Correct</b> Example:	JOHN W SMITH JR
Incorrect Example:	John W. Smith, Jr.

ECF displays the following screen.



---

**Example:**


<b>Last Name Field</b>	=	<b>ABC CORPORATION</b>
<b>Party Text Field</b>	=	<b>A NORTH CAROLINA CORPORATION</b>
<b>First Name Field</b>	=	<b>JOHN</b>
<b>Middle Name Field</b>	=	<b>H</b>
<b>Last Name Field</b>	=	<b>SMITH</b>
<b>Party Text Field</b>	=	<b>WARDEN</b>

## Modifying Party Roles

It is important that the user select the correct party role when adding a new party. The system defaults to "defendant (dft:pty)", and it is up to the user to change this designation when applicable.

To change the "Role" field, click the down arrow and either use the mouse and the scroll bar or the keyboard to move through the options until the correct party role is found. Selections are in alphabetical order.

**Party Information**

<b>Last name</b>	<input type="text" value="SMITH"/>	<b>First name</b>	<input type="text"/>
<b>Middle name</b>	<input type="text"/>	<b>Generation</b>	<input type="text"/>
<b>Role</b>	Defendant (dft:pty) 		
<b>Prisoner Id</b>	Consol Third Party Plaintiff (con3pl:pty)		
<b>Unit</b>	Counter Claimant (cc:pty)		
<b>Address 2</b>	Counter Defendant (cd:pty)		
<b>City</b>	Creditor (cr:pty)		
<b>County</b>	Cross Claimant (crc:pty)		
<b>Phone</b>	Cross Defendant (crd:pty)		
<b>E-mail</b>	Custodian (cust:pty)		
<b>Party text</b>	Debtor-in-Possess (dbpos:pty)		
<b>Start date</b>	Defendant (dft:pty)		
	Garnishee (gar:pty)		
	In Re (inre:pty)		
	Interested Party (ip:pty)		
	Interpleader (intpl:pty)		
	Intervenor (intv:pty)		
	Intervenor Defendant (intvd:pty)		
	Intervenor Plaintiff (intvp:pty)		

Once selected, the

---

party type will appear in the "Role" field as shown below:

<b>Party Information</b>			
<b>Last name</b>	<input type="text" value="SMITH"/>	<b>First name</b>	<input type="text"/>
<b>Middle name</b>	<input type="text"/>	<b>Generation</b>	<input type="text"/>
<b>Role</b>	<input type="text" value="Defendant (dft.pty)"/>		

### Linking Documents (Refer to existing event)

Some pleadings such as Briefs and Indexes should be “linked” to their related documents in the case. When filing these and certain other types of documents you will be presented with the following screen.

<b>ECF</b>		Civil •
<b>Other Documents</b>		
<input type="checkbox"/> <b>Refer to existing event(s)?</b>		
<input type="button" value="Next"/>	<input type="button" value="Clear"/>	

An “event” in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of “**Refer to existing event(s)?**” and click [Next].

---

**ECF**

Civil •

**Other Documents**

*Select the category to which your event relates.*

Type

adr

answer

appeal

appeal-cr

charge-cr

cja

cmp

detention-cr

discov

Filed

to

Documents

to

Next

Clear

This screen requires that you filter the list of documents in the case by the type of document that you want to link to. The type list appears in alphabetical order. Document types in this list are the same as the types listed in the main filing menu. For example, to link to a Brief, you would choose the type “Oth\_Doc” because Brief appears in the “Other Documents” section of the main menu. You must choose a type on this screen. You also have the option of entering filed dates or document numbers if you would like to further narrow your search.

Once you select the type of document and click **[Next]** you are presented with a list of documents that match your search criteria. For this example we have selected Motion as the type.



## Other Documents

Select the appropriate event(s) to which your event relates:

- ☒ 05/01/2002 [2](#) MOTION for Preliminary Injunction by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty, )
- ☐ 05/01/2002 [3](#) MOTION for Extension of Time by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty, )

Next

Clear

Click the checkbox for the document you wish to link to and click **[Next]**. You must link at least one document from the list. If you have arrived at this screen in error, click the **[Back]** browser and remove the check from the checkbox before the question “**Refer to existing event(s)?**”. You will then be able to continue moving through the event without linking to a document.

Note: Many events offer users the ability to link to other documents in a case. When applicable, attorneys are encouraged to use this option as the linked records aid the judges and court staff when reviewing the case record.

---

## Query Feature

Registered participants should use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF.



ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF permits you to query the ECF database.

**Note:** Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. Beginning July 2002, you will be charged a fee of \$.08 per page to access documents, docket sheets, etc. from ECF.

After you enter your PACER login and password, ECF opens a Query data entry screen as depicted below. If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the **[Run Query]** button. ECF opens the query screen depicted in Figure B on the next page.

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

## Query

**Search Clues**

Case Number  (Examples: 99-500, 1:99cv500) Def Number

or search by

Filed Date  to

Last Entry Date  to

Nature of Suit   
 0 (zero)  
 110 (Insurance)  
 120 (Contract Marine)

or search by

Last Name  (Examples: Desoto, Des\*t)

First Name  Middle Name

Type

You may query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name (Figure A). If you click on the name of the party, ECF will open the query screen depicted in Figure B. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. Click on the case number hyperlink and ECF opens the query screen depicted in Figure B.

**Figure A**

**ECF** Civil • Query • Reports • Utilities • Logout

### Select A Person

There were 2 matching persons.

[Jackson, David A.](#) (aty)

[Jackson, Thomas Charles](#) (aty)

---

After querying the database by case number, name, or nature of suit, ECF opens the **Query** window for the specific case you selected. See Figure B.

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time." When you run the query, if there is more than one case that meet those criteria, you will get a screen similar to the one in Figure A, but listing multiple case numbers.

### **Figure B**

<div><p><b>1-01-01465-JR HARRELL V. DISTRICT OF COLUMBIA</b> James Robertson, presiding <b>Date filed:</b> 07/02/2001 <b>Date of last filing:</b> 08/20/2001</p><p><b>Query</b> <a href="#">Alias</a> <a href="#">Associated Cases</a> <a href="#">Attorney</a> <a href="#">Case Summary</a> <a href="#">Deadline/Hearing</a> <a href="#">Docket Report</a> <a href="#">Filers</a> <a href="#">History/Documents</a> <a href="#">Party</a> <a href="#">Related Transactions</a> <a href="#">Status</a></p></div>
--

At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

#### **Attorney**

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

---

## Case Summary

Provides a summary of current case-specific information as represented below.

**1-01-01465-JR HARRELL V. DISTRICT OF COLUMBIA**

James Robertson, presiding

**Date filed:** 07/02/2001 **Date of last filing:** 08/20/2001


### Case Summary



<b>Office:</b>	Washington, DC	<b>Filed:</b>	07/02/2001
<b>Jury Demand:</b>	Both	<b>Demand:</b>	
<b>Nature of Suit:</b>	442	<b>Jurisdiction:</b>	Federal Question
<b>Cause:</b>	28:1983 Civil Rights	<b>Disposition:</b>	
<b>County:</b>		<b>Terminated:</b>	
<b>Origin:</b>	1	<b>Reopened:</b>	
<b>Lead Case:</b>	None		
<b>Related Case(s):</b>	None		
<b>Flags:</b>	JURY, TYPE-H		
<b>Party 1:</b>	WAYNE HARRELL (pla)		
<b>Party 2:</b>	DISTRICT OF COLUMBIA (DFT)		
<b>Atty:</b> Ruth Ann Lowery	<b>Represents Party 1:</b> pla	<b>Phone:</b> (202) 789-6064	
		<b>Fax:</b> (202) 789-6190	
		<b>E-mail:</b> rlowery@bdlaw.com	
<b>Atty:</b> David A. Jackson	<b>Represents Party 2:</b> dft	<b>Phone:</b> (202) 724-6618	


## Deadlines/Hearings

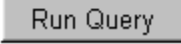

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the [Deadline/Hearings](#) screen depicted on the next page.

**Deadlines/Hearings**

Sort by Due/Set 



Document Number

Deadline/Hearing

Filed

**Due/Set**

Satisfied

Terminated






After the window opens, if you click on a document number, ECF will display the actual Scheduling Order for the conference or hearing.

---

**1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA**

James Robertson, presiding

**Date filed:** 07/02/2001 **Date of last filing:** 08/20/2001**Deadlines/Hearings**


<b>Doc. No.</b>	<b>Deadline/Hearing</b>	<b>Event Filed</b>	<b>Due/Set</b>	<b>Satisfied</b>	<b>Terminated</b>
<a href="#">7</a>	 Jury Trial	08/20/2001	07/08/2002 at 09:30 AM		
<a href="#">7</a>	 Final Pretrial Conference	08/20/2001	06/27/2002 at 04:30 PM		
<a href="#">7</a>	 Status Conference	08/20/2001	01/08/2002 at 04:30 PM		
	 Meet & Confer Hearing	07/31/2001	08/08/2001 at 02:00 PM		08/08/2001
<a href="#">1</a>	 Answer due <i>from DC</i>	07/02/2001	07/23/2001	08/06/2001	

If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the hearing that you selected.

**Docket Report**

When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.

---



Civil • Criminal

**Docket Sheet**

Case number

☒ Filed  to

☐ Entered  to

Documents  to

☒ Include terminated parties

☐ Include links to Notice of Electronic Filing

☒ Include Caption

Sort by

You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted below.

<div> <div>ECF</div> <div> <a href="#">Civil</a> •            <a href="#">Criminal</a> •            <a href="#">Query</a> •            <a href="#">Reports</a> •            <a href="#">Utilities</a> •            <a href="#">Logout</a> </div> <div>?</div> </div>			
01/02/2003	<a href="#">13</a>	SECOND AMENDED COMPLAINT, with Exhibits, by DIANE JOY JENKINS amending [2-1] amended complaint; jury demand against JOHN DEMPSEY, CAROL EWING, JAMES HALSTEAD, MARY ANN WARD, TERESA WOOD, GEORGE LEWIS, RICHARD LEWIS, SUSANNE ADAMS (filed per doc. no. 12) (keayba mckenzie) (Entered: 01/06/2003)	
01/02/2003	<a href="#">14</a>	SUMMONS issued for STATE OF NC, THE, TRUSTEES OF SANDHILL, JOHN DEMPSEY, CAROL EWING, JAMES HALSTEAD, MARY ANN WARD, TERESA WOOD, GEORGE LEWIS, RICHARD LEWIS, SUSANNE ADAMS (keayba mckenzie) (Entered: 01/06/2003)	
01/08/2003	<a href="#">15</a>	MOTION for Summary Judgment by defendant STATE OF NC, THE (copy-original filed in lead case 1:99CV664) (kelly welch) (Entered: 01/14/2003)	
01/08/2003	<a href="#">15</a>	MOTION by STATE OF NC, THE for Dismissal of Plaintiff's Claims Against the State, or in the alternative to Drop the State of North Carolina as a Party Defendant. (copy-original filed in lead case 1:99CV664) (kelly welch) Modified on 01/14/2003 (Entered: 01/14/2003)	

The document numbers in the middle column are hyperlinks to PDF files of the actual documents. Place your pointer on the button next to the document number and click to display the **Electronic Notification Report** for the document.

## History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen depicted in Figure 24. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

**Figure 24**

ECF

[Civil](#) • 
 [Query](#) • 
 [Reports](#) • 
 [Utilities](#)

History/Documents

☒ All events (history)
 ☐ Only events with documents

☒ Display docket text

Sort by:
 

Most recent date first
 Oldest date first
 Most recent date first



---

After making your selections, click on the **[Run Query]** button. ECF queries the database and builds your report. Figure 24A depicts a portion of a **History/Documents** report. This particular report lists all of the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

**Figure 24A**

1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA James Robertson, presiding Date filed: 07/02/2001 Date of last filing: 08/20/2001					
History					
Doc. No.	Dates	Description	Private Event	Type Subtype	Docket Part ID
<a href="#">6</a>	Filed: 08/20/2001 Entered: 08/20/2001	Meet and Confer Statement		misc mcstmtX	34
Docket Text: MEET AND CONFER STATEMENT. (Lowery, Ruth)					
<a href="#">7</a>	Filed: 08/20/2001 Entered: 08/20/2001	Scheduling Order		order scho	36
Docket Text: SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM; jury trial set for 7/8/2002 at 9:30 AM; status conference set for 1/8/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (MT, )					
<a href="#">7</a>	Filed: 08/20/2001 Entered: 08/20/2001	Set Deadlines		order setddl	37
Docket Text: SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM; jury trial set for 7/8/2002 at 9:30 AM; status conference set for 1/8/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (MT, )					
--	Filed: 08/08/2001 Entered: 08/08/2001	Meet and Confer Hearing		hearing mchrg	32
Docket Text: Minute Entry: Meet and Confer Hearing held on 8/8/2001 before Judge James Robertson in chambers. (Not reported) (mlp, )					
--	Filed: 07/31/2001 Entered: 07/31/2001	Calendar Entry		utility calentry	17
Docket Text: Calendar Entry, Set/Reset Hearings: Meet and Confer Hearing set for 8/8/2001 02:00 PM before Judge James Robertson in chambers. (mlp, )					
--	Filed: 07/31/2001	Set/Reset Hearings		utility	18

You may view a PDF file of actual documents by clicking on the document number in the far-left column of the onscreen report.

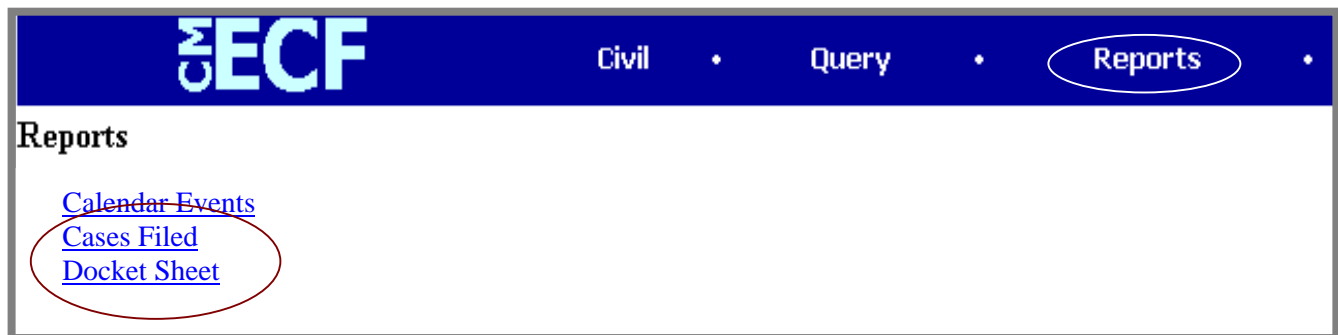
## Other Queries

The process for selecting and running other queries in the **Query** feature of ECF is similar to what has been described above.

## Reports Feature

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the **Blue** menu bar, ECF opens the **Reports** screen depicted in Figure 25.

**Figure 25**



If you select **Cases Filed** or **Docket Sheet** from the screen depicted in Figure 25, ECF will ask you to login to PACER. You may view Court Calendar Events for a case without logging into PACER.

## Docket Sheet

Click on the **Docket Sheet** hyperlink in Figure 25 and ECF opens the **PACER** login screen.

Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.

This is the same query window that ECF displayed when you selected **Docket Report** from  
CM/ECF User's Manual (January 2005) 58 North Carolina Middle District Court

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the **Query** feature (Page 51). Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. See the **Query** feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

## Civil Cases Report

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, ECF displays a query screen as depicted here.

### Civil Cases Report

Office: 4 Lincoln, 7 North Platte  
Case type: Civil, Miscellaneous  
Nature of suit: 0 (zero), 110 (Insurance)  
Case flags: 2255MOTION, AOFORM  
Cause: 0 (No cause code entered), 02:0431 (02:431 Fed. Election...)  
Filed: 9/23/2002 to 10/23/2002  
Terminal digit(s): 2, 4-7  
☒ Open cases  
☐ Closed cases  
Sort by: Case Number  
Run Report Clear

**Note:** If you are not logged into **PACER**, ECF will display the **PACER** login screen. Login to **PACER** and ECF will open the **Civil Cases Report** screen.

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF. This picture depicts part of a report of all cases filed in ECF at the U.S. District Court from 9/23/2002 to 10/23/2002.

Civil Cases Report				
Version 1 -- U.S. District Court of Nebraska				
Filed Report Period: 09/23/2002 - 10/23/2002				
Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
<a href="#">4:02-cv-03257</a> Anderson et al v. Gale	Filed: 09/23/2002		31	Cause: 28:1343 Violation of Civil Rights NOS: Civil Rights: Voting Office: 4 Lincoln Presider: Richard G. Kopf Referral: David L. Piester Jury demand: None
<a href="#">4:02-cv-03258</a> Lujan v. Kenney	Filed: 09/23/2002		31	Cause: 28:2254 Petition for Writ of Habeas Corpus (State) NOS: Habeas Corpus (General) Office: 4 Lincoln Presider: Lyle E. Strom Referral: Kathleen A. Jaudzemis Jury demand: None Case Flags: HABEAS
<a href="#">4:02-cv-03259</a> USA v. Woolley	Filed: 09/23/2002		31	Cause: 26:7401 IRS: Tax Liability NOS: Taxes Office: 4 Lincoln Presider: Richard G. Kopf Referral: David L. Piester Jury demand: None
<a href="#">4:02-cv-03260</a> Moore v. Lincoln	Filed: 09/24/2002		30	Cause: 42:2000e Job Discrimination (Employment) NOS: Civil Rights: Other Office: 4 Lincoln Presider: Warren K. Urbom Referral: David L. Piester Jury demand: Plaintiff

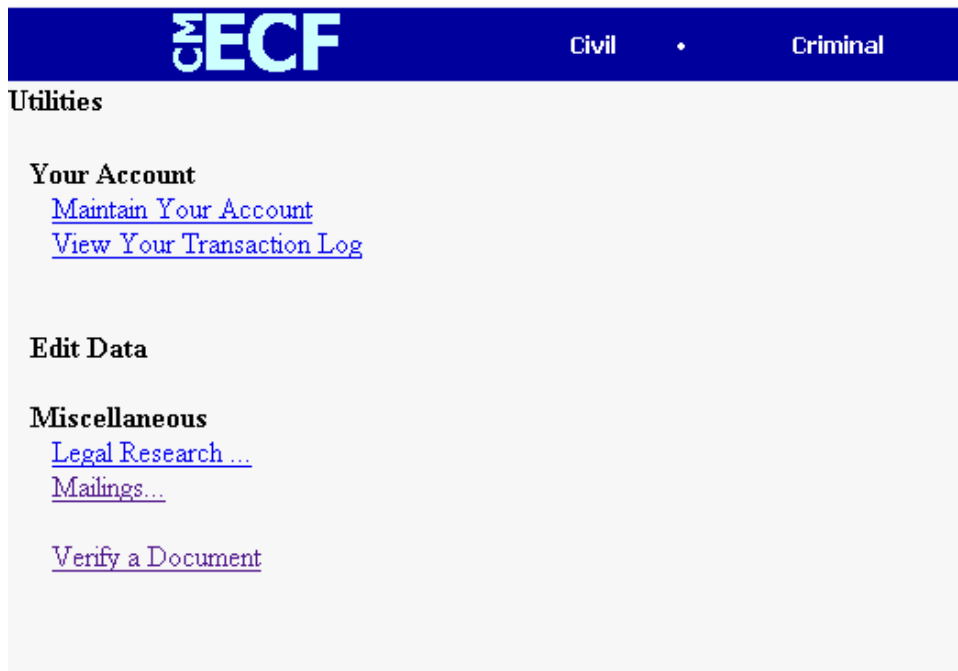
The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from

---

which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

## Utilities Feature

The **Utilities** feature provides the means for registered users to maintain their account in ECF and to view all of their ECF transactions.



---

## Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all your transactions within ECF.

### Maintain Your Account

Click on the [Maintain Your Account](#) hyperlink to open the **Maintain User Account** information screen.

Maintain User Account			
Last name	<input type="text" value="wes"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Title	<input type="text"/>	Type	crt
Office	<input type="text" value="Will E. Short"/>		
Address 1	<input type="text" value="Technical Writer"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text" value="Room 2301"/>		
City	<input type="text"/>	State	<input type="text"/>
Country	<input type="text"/>	County	<input type="text"/>
Phone	<input type="text" value="(202) 354-3297"/>	Fax	<input type="text"/>
Bar Id		Bar status	
Initials	DOB	AO code	End date
<input type="button" value="Email information..."/>		<input type="button" value="More user information..."/>	
<input type="button" value="Submit"/>		<input type="button" value="Clear"/>	

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status.

---

Clicking on the **[E-mail information]** button opens the following screen.

E-mail information for wes

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☐ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

ECF will E-mail to parties their **Notices of Electronic Filing** based upon the information entered in this screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish ECF to notify regarding new case pleadings and documents.

- From the screen depicted in Figure 31A, enter a check mark by clicking on the box to the left of the line, which reads “**to these additional addresses**”.

Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity. This data entry field has a capacity of 250 characters for approximately ten E-mail addresses.



**Figure 31A**

E-mail information for wes

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☒ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices

☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

- Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen.
- If you wish to enter completely new information about your account, use the [Clear] button to clear the fields on this screen.

After updating your account information, click on the [Return to Account screen] button to return to your **Maintain User Account** screen (Figure 30).

To edit or view login information about your account, select the button labeled **More User Information**, from the **Maintain User Account** screen. ECF opens the screen depicted in Figure 32.

**Figure 32**

More User Information for wes

Login  Last login 08-31-2001 11:03

Password  Current login 09-04-2001 11:03

Prid 2231 Create date 08/02/2001

Registered  Update date 08/16/2001

Groups Quality Control

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field.

To change your ECF password, place your cursor in the **Password** field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen. When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the **Maintain User Account** screen to submit your changes to ECF. ECF will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

### View Your Transaction Log

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. See Figure 33 for a sample transaction log report.

**Figure 33**

Transaction Log			
Report Period: 08/16/2001 - 09/04/2001			
<b>ID</b>	<b>Date</b>	<b>Case Number</b>	<b>Text</b>
3212	08/22/2001 15:45:54	01-4011	First MOTION for Permanent Injunction by ARLENE ACKERMAN. Responses due by 9/4/2001. Replies due by 9/11/2001. (Attachments: # (1) Exhibit Test Document)(wes, )
3326	08/27/2001 11:44:12	01-4011	First MOTION for Preliminary Injunction by ARLENE ACKERMAN. Responses due by 8/30/2001. Replies due by 8/30/2001. (wes, )
3330	08/27/2001 12:01:51	01-4011	RESPONSE in Opposition re [2] filed by DE'MITRIA RICE. (wes, )
3331	08/27/2001 12:05:13	01-4011	ORDER temporarily granting Motion for Preliminary Injunction [2] . Motion referred to fhsakdf. Signed by Judge sullivan emmett g on 08/28/01. (wes, )
3335	08/27/2001 14:23:52	01-4011	RESPONSE to Motion re [2] <i>Preliminary Injunction</i> filed by DE'MITRIA RICE. (Attachments: # (1) Exhibit Exhibits are being held in the Clerk's office in paper format)(wes, )
3336	08/27/2001 14:30:43	01-4011	RESPONSE to Motion re [1] <i>Permanent Injunction</i> filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit exhibits are being held in the Clerk's office in paper)(wes, )
3337	08/27/2001 15:49:55	01-4011	Second MOTION for Preliminary Injunction <i>by plaintiff for defendant to cease and desist the assignment of plaintiff to cafeteria duty</i> by ARLENE ACKERMAN. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes, )
3338	08/27/2001 16:18:42	01-4011	MOTION for Preliminary Injunction <i>to cease and desist from assigning plaintiff to work as a cafeteria monitor</i> by DE'MITRIA RICE. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes, )
3339	08/28/2001 10:19:15	01-4011	Second MOTION for Preliminary Injunction <i>to cease and desist the assignment of plaintiff to cafeteria monitor</i> by DE'MITRIA RICE. Responses due by 9/10/2001. Replies due by 9/14/2001. (wes, )
3431	09/04/2001 14:21:26		Updated person record: wes Prid: 2231
3431	09/04/2001 14:21:27		Updated user record: shortw 2231
<b>Total Number of Transactions: 11</b>			

Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log
- no unauthorized individuals have entered transactions into ECF using your

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login name and password.

## Miscellaneous

ECF provides three **Miscellaneous** functions within the Utilities feature of the system.

- Legal Research
- Mailings
- Verify a Document

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet. Select the **Verify a Document** hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number. There is also a **Mailings** hyperlink that opens a new screen for making or requesting mailings from ECF.

## Logout

After you have completed all of your transactions for a particular session in ECF, you should exit from the system.



Click on the **Logout** hyperlink from the ECF **Blue** menu bar. ECF will log you out of the system and return you to the ECF login screen as depicted in Figure 4 of this manual.

## Special Procedures

### 1. Removals

When removing a case from state court, you should:

- Scan any state court documents being filed that do not exist in electronic format and with a maximum size of 45 pages. Documents larger than that shall be broken down into sub-parts. Each document should be scanned separately. Any state court document which is 45 pages or longer and which would have to be scanned should be treated as a lengthy exhibit.
- Submit to the clerk a CD or diskette containing PDF versions of the notice of

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removal, civil cover sheet, and state court documents. The notice and each state court document must be a separate PDF.

- c. Also provide the clerk with a paper copy of the notice of removal, civil cover sheet, and any state court documents filed.

## 2. Return of Service

When an executed summons or waiver of service is docketed, CM/ECF will automatically enter the date an answer is due based upon the date service was made using default settings of 20 or 60 days. If the case is one where a different amount of time in which to answer is permitted by statute, rule or court order, the date set by CM/ECF may not be accurate. If the date of service is not entered correctly, the date set by CM/ECF will not be accurate. It is the date an answer is due under a statute, rule or order that controls. Reliance upon the date set by the system does not excuse a late filing.

The following variations to the basic steps of electronic filing will occur when you are filing an executed return of service:

- . A return of service should be filed by counsel, not submitted directly to the Court by a private process server. The only occasion when a return is filed directly with the Court is if the U.S. Marshal was directed to make service.
- . A return of service is almost always in paper format and will need to be scanned. It is the responsibility of the filing party to maintain the original paper version at least until the conclusion of any appeal or expiration of the time for filing an appeal. The original paper version must be made available for inspection at the request of the Court or any other party.
- . If you are filing a return for a party who was served with a 20-day summons, choose “summons returned executed” from the drop down menu. If you are filing a return for a party who was served with a 60-day summons, choose “summons returned executed as to USA” from the drop down menu.
- . After selecting the party on whose behalf you are filing, you will be prompted to select the party who was served.
- . You should **not** enter the date the answer is due. Click on Next and proceed as you would to file any other document.

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**ECF** Civil • Criminal • Query • Reports •

**Service of Process:**  
[TAYLOR v. ROSE FURNITURE CO., et al](#)

Select the filer.

Select the Party:

KESTER, ROBERT L. [Defendant]  
KESTER, WILLIAM V. [Defendant]  
ROSE FURNITURE COMPANY, [Defendant]  
TAYLOR, ROSE MARY [Plaintiff]

[Add/Create New Party](#)

Next

Clear

You will be prompted to enter date of service.

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**Service of Process:**  
[TAYLOR v. ROSE FURNITURE CO., et al](#)

**Select the filer.**

**Select the Party:**

KESTER, ROBERT L. [Defendant]  
KESTER, WILLIAM V. [Defendant]  
ROSE FURNITURE COMPANY, [Defendant]  
TAYLOR, ROSE MARY [Plaintiff]

[Add/Create New Party](#)

### 3. Answers

If you are a registered CM/ECF user, you may electronically file an answer in a civil case that is subject to electronic filing. If you are not yet a registered user, you may file an answer by submitting a PDF version of the answer on either a 3-1/2 diskette or CD to the Clerk. To electronically file an answer follow the steps below.

**Step 1:** Log into the CM/ECF system and click on Civil on the main menu bar.

**Step 2:** The system will display the Civil Events screen. Click on Answers to Complaints.

**Step 3:** You will be prompted to enter the case number of the case in which the answer is to be filed. After entering the number click Next.

**Step 4:** The system will display the select filer screen.

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**MECF**

Civil • Criminal • Query • Reports • Utilities • Logout



**Answers to Complaints**  
[TAYLOR v. ROSE FURNITURE CO., et al](#)

Select the filer.

Select the Party:

KESTER, ROBERT L. [Defendant]  
KESTER, WILLIAM V. [Defendant]  
ROSE FURNITURE COMPANY, [Defendant]  
TAYLOR, ROSE MARY [Plaintiff]

[Add/Create New Party](#)

Next

Clear

Click on the name of the party on whose behalf you are filing the answer. If you are filing on behalf of more than one party, you may select multiple parties by holding down the control (Ctrl) button while clicking on the parties. Once the party or parties has been selected, click on Next.

**Step 5:** If this is the first document you have filed in the case, you will be prompted to electronically enter your appearance via the create attorney/party association screen.

The screen displays the names of all parties on whose behalf you indicated you were filing the answer. To enter your appearance, click on the boxes in front of the name(s) of the party(ies) you are representing and then click Next. Note: You cannot enter the appearance of an attorney other than the one whose login and password are being used. If a party is represented by more than one attorney who is a registered ECF user, the appearance of the additional attorney should be entered after the answer has been filed by the additional attorney logging into the system and electronically filing a notice of appearance.

**Step 6:** The system will display the complaint selection screen. This screen lists the docket entries for all complaints, counterclaims, cross-claims and third party complaints for which an answer is still due.

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Click the check box next to the pleading that you are answering, then click Next.

**Step 7:** The system will display the select document screen. Select your PDF answer as detailed supra and click Next.

**Step 8:** The system will prompt you to indicate whether the answer includes a counterclaim, cross-claim, or third party complaint. It will show you whether any other party(ies) has requested a jury trial. If you wish to request a jury trial, you may do so in Step 11.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, and Reports. Below the navigation bar, the page title is 'Answers to Complaints' in blue, followed by the case name 'TAYLOR v. ROSE FURNITURE CO., et al' in blue. The main content area is light gray and contains three checkboxes with labels: 'Does this filing include a counterclaim ? (If yes, click on the box)', 'Does this filing include a cross-claim ? (If yes, click on the box)', and 'Does this filing include a third-party complaint? (If yes, click on the box)'. Below these checkboxes, there is a red and blue instruction: 'Current Jury Demand value is highlighted on a subsequent screen. If the highlighted value is correct, do NOT change it.' This is followed by three bullet points: 'If ONLY PLAINTIFF has demanded jury, value should be p (Plaintiff)', 'If ONLY DEFENDANT has demanded jury, value should be d (Defendant)', and 'If BOTH sides have demanded jury, value should be b (Both)'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

If your answer includes a counterclaim, cross-claim, or third party complaint, click on the appropriate check box(es). If the answer does not include any of these, leave the check boxes blank. Then click Next.

**Step 9:** If you checked that you are filing a counterclaim, cross-claim, or third party complaint, you will be prompted to select the party against whom you are filing.



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Civil • Criminal • Query • Reports • Utilities

## Answers to Complaints

[TAYLOR v. ROSE FURNITURE CO., et al](#)

### Third Party Complaint

Select from the following list the party(s) **against** whom you are filing this Third-Party Complaint.

**Select the Party:**

OR

**Select a Group:**

[Add/Create New Party](#)

☒ No Group

☐ All Defendants

☐ All Plaintiffs

☐ All Parties

KESTER, ROBERT L. [Defendant]

KESTER, WILLIAM V. [Defendant]

ROSE FURNITURE COMPANY, [Defendant]


TAYLOR, ROSE MARY [Plaintiff]

Next

Clear

If you are filing against a party already in the case, select the party from the list and click Next. If the party is not on the list, click on Add/Create New Party.

**Step 10:** When creating a new party you will first be prompted to search the system for the party. Note: A party not already in your case may be in the system because they were a party to an earlier action.


Civil • Criminal • Query • Reports

### Search for a party

Last/Business name

Search

Clear

---

If the party is a person, type in his or her last name. If it is a business or other entity type in the name.

**Helpful Hint:** You do not have to enter a full name. Typing the first few letters will bring up a list of all names in the system that begins with those letters.

If the name you typed in matches any names in the system, the next screen will display a list of the names that match.

The screenshot shows the CM/ECF web interface. At the top is a blue header with the CM/ECF logo and navigation links: Civil, Criminal, Query, and Reports. Below the header, the section is titled "Search for a party". It contains a text input field labeled "Last/Business name" with a cursor inside. Below the input field are two buttons: "Search" and "Clear". Underneath is the "Party search results" section, which displays a list of names in a scrollable box: "LANE COMPANY,", "LANE COMPANY, INCORPORATED, THE,", "LANE CONSTRUCTION CORPORATION, THE,", "LANE PROCESSING TRUST,", "LANE TOOL AND MANUFACTURING CORPORATION,", and "LANELY,". At the bottom of the results section are two buttons: "Select name from list" and "Create new party".

If the name of the party you wish to add is on the list, click on their name to highlight it and then click on Select name from list.

If after searching for a party the system finds no matches or no one on the list matches the party you wish to add, click on Create new party. This will bring up the party information screen.

### Party Information

Last name	<input type="text" value="Lane"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Title	<input type="text"/>		
Role	<input type="text" value="Defendant (dft:pty)"/>	Pro se	<input type="text" value="no"/>
Prisoner Id	<input type="text"/>	Office	<input type="text"/>
Unit	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
Zip	<input type="text"/>		
County	An Internal Error has occurred the error code is 26. for "county" 0		
Country	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		
Party text	<input type="text"/>		
Start date	<input type="text" value="12/7/2004"/>		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Clear"/>			

The system will automatically fill in the last name field with the name for which you searched. If the party is a person, fill in his or her first name. If the party is a business, agency or other entity, do not fill a first name. Put the full name of the business or other entity in the last name field. Do not fill in an address, phone number or e-mail address for any party.

As a default setting, the system lists the role of a new party as defendant. If this is not correct, click on the down arrow at the right of the role box. This will bring up a drop down list of the various party types.

Scroll through the list until you find the correct party type and click on it. Then click Submit.

You will then be returned to the select party screen.



[Civil](#) • 
 [Criminal](#) • 
 [Query](#) • 
 [Reports](#) • 
 [Utilities](#)

## Answers to Complaints

[TAYLOR v. ROSE FURNITURE CO., et al](#)

### Third Party Complaint

Select from the following list the party(s) **against** whom you are filing this Third-Party Complaint.

**Select the Party:**

KESTER, ROBERT L. [Defendant]

KESTER, WILLIAM V. [Defendant]

ROSE FURNITURE COMPANY, [Defendant]

TAYLOR, ROSE MARY [Plaintiff]

**OR**

**Select a Group:**

☒ No Group
 ☐ All Defendants
 ☐ All Plaintiffs
 ☐ All Parties

[Add/Create New Party](#)

Next

Clear

Select the party against whom you are filing by clicking on their name.  
Then click Next.

**Step 11:** You now have the opportunity to update the jury demand information.



[Civil](#) • 
 [Criminal](#) • 
 [Query](#) • 
 [Reports](#) • 
 [Utilities](#)

## Answers to Complaints

[1:04-cv-00450-FWB TAYLOR v. ROSE FURNITURE CO., et al](#)

### Update Jury Demand

Jury Demand

Next

Clear

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If the information in the Jury Demand box is correct, click on Next. If it needs to be updated because you are requesting a jury trial, click on the arrow at the right of the Jury Demand box and pick an option from the drop down menu. Then click Next.

You will be asked if our answer includes a jury demand, and if so, to type in “Jury Demand.”

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, and Reports. Below this is a section titled 'Answers to Complaints' for the case 'TAYLOR v. ROSE FURNITURE CO., et al'. A prompt asks the user: 'If this Answer includes a jury demand, type jd in box'. To the right of the text is an empty text input field. Below the input field are two buttons: 'Next' and 'Clear'.

**Step 12:** The system will display the text of the docket entry that will be made.

Modify the text “with jury demand.” When the docket entry is in final form, click Next.

**Step 13:** The system now displays the final warning screen. If you are satisfied with the entry click Next.

**Step 14:** If you added a party for whom a summons must be issued, do not electronically file the summons. Send a paper copy of the summons to the Clerk, along with a copy of the notice of electronic filing for the document that must be served, and a request for issuance of the summons. The Clerk will issue the summons, scan it, file an electronic copy, and return the paper copy to you for service.

#### **4. Cross-claims, Counterclaims, and Third Party Complaints**

The system allows for the filing of cross-claims, counterclaims, and third party complaints as separate documents. To file these documents, follow the general instructions in section 3 and if you are adding another party, the instructions for adding parties in add/create a new party (pg. 42).

#### **5. Disclosure of Corporate Interest**

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To file a Disclosure of Corporate Interest, click on Other Documents, and choose Disclosure of Corporate Interest from the drop down menu. You will have the opportunity to add language after you attach your disclosure.

## 6. Motions

To file a motion follow the general filing instructions in section III. **You may only file a multi-part motion for a motion to dismiss or in the alternative motion for summary judgment.** This is accomplished by holding down the control (Ctrl) key while selecting the names of more than one motion from the drop down menu.

Exhibits, motions/documents needing permission of the Court for filing and proposed orders should be filed as attachments to the motion

## 7. Motion for Leave to Amend

When filing a motion for leave to file an amended pleading, the proposed amended pleading should be electronically filed as an attachment to the motion for leave to file amended pleading. You should file the amended pleading in the system upon notice from the court that the motion was granted.

## 8. Exhibits

Exhibits should be filed as attachments to the document to which they relate. See Section K of the Electronic Case Filing Administrative Policies and Procedures for information on filing attachments. **Each** exhibit should be a **separate** attachment in PDF format. An exhibit that exists only in paper format should be scanned. The 45-page limit is per exhibit, it is not cumulative. Larger documents should be broken into sub-parts. For example, Exhibit 7 Part 1, Exhibit 7 Part 2, Exhibit 7 Part 3, etc.

If you are filing a transcript as an exhibit and have an ASCII version, you can convert it to PDF by opening it using your word processing program, and then converting it to PDF using whichever method you normally use.

## 9. Proposed Orders

If you are submitting a proposed order along with a motion, the proposed order should be emailed to the appropriate District Judge or Magistrate Judge. Please see the Electronic Case Filing Administrative Policies and Procedures Manual for details. It is very important that the proposed order be a separate Word Perfect document. If you are submitting a proposed order without a motion, for example a joint proposed

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confidentiality order, from the Main Civil menu choose Notices, and click on Notice (other) on the drop down menu.

## **10. Responses and Replies**

To file a response to a motion or a reply to a response, follow the general filing instructions in filing documents choosing Responses and Replies from the main civil menu.

After you select your document, the system will show a list of all pending motions and prompt you to check which motion(s) your response or reply relates to. Click on the applicable box(es) and continue as you would for filing any document.

## **11. Certificate of Service**

When you are required by statute, federal or local rule to serve a document, other than original process, on a party who is not a registered CM/ECF user, you are required to serve it in accordance with Fed. R. Civ. P. 5, and to electronically file a certificate of service with the Court. The certificate of service may be filed as a part of the document or as a separate document.

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### **a. As a Part of the Document**

Before converting your document to PDF and filing it electronically, check to see which parties will not be electronically noticed. Click on Utilities, Mailing Info for a Case, and enter your case number. The system will show who will be electronically noticed and who will not. You can copy and past the names of the parties who will be electronically noticed to a label maker.

Add a traditional certificate of service to your document, stating specifically whom copies were mailed to (or served by other means). It is not sufficient to state that copies will be mailed to any party not electronically noticed. Then file your document as outlined in Section E of the Electronic Case Filing Administrative Policies and Procedures Manual.

### **b. As a Separate Document**

If you do not know that a party will not be electronically noticed until after you file your document and see the notice of electronic filing, you can create and file a separate notice of service. A sample certificate service is contained in the Electronic Case Filing Administrative Policies and Procedures Manual forms' section.

Create a certificate of service in your word processing program and convert it to PDF. To file the certificate of service, click on Civil, Service of Process, and choose Certificate of Service from the drop down menu.

## **12. Appeals**

### **a. Filing**

A notice of appeal should be filed electronically as is outlined in Filing Documents for Civil Cases at page 15 and for Criminal Cases at page 28. It is not necessary to provide the court with paper copies of the notice for service on the parties. The electronic notice constitutes the copy the clerk is required to serve under Fed. R. App. P. 3(d).

### **b. Fees**

If you are filing a motion for leave to appeal **in forma pauperis**, it should be electronically filed immediately after filing the notice of appeal. If you are paying the fee, it must be remitted to the Clerk within 24 hours (excluding weekends, holidays, and days the court is closed) of filing the notice of appeal.

### **c. Briefs**

If you are appealing to the United States Court of Appeals for the Fourth Circuit or to the Federal Circuit, do not electronically file copies of your brief with this court. Briefs may



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be electronically filed with this court only in cases where the appeal is to a district judge.

### **13. Sealed Documents**

Do **not** electronically file documents which have been sealed or which you are requesting to be sealed. Please see the appropriate section in the Electronic Case Filing Administrative Policies and Procedures Manual.

#### **a. Entire Documents**

If an entire document is to be filed under seal (for example, a response to a motion), electronically file a Notice of Manual Filing stating what is being manually filed (**Form C** in our Electronic Case Filing Administrative Policies and Procedures Manual.)

#### **b. Procedures Applicable to All Sealed Documents**

Within 24 hours (not counting intervening weekends, holidays, and days the court is closed), you must file and serve the sealed document in paper format along with a traditional certificate of service, copies of the Notice of Manual Filing, and Notice of Electronic Filing (NEF). **For purposes of computing deadlines and time limits, the sealed document must be received by the Clerk's Office by the due date to be timely filed (including any attachments.)** Therefore it must be **received** in the Clerk's Office by the due date to be timely filed. This includes any attachments.

If the court has not previously directed that the document be filed under seal, you may electronically file your request that the document be placed under seal immediately before filing the document. The document which you are requesting be sealed should be filed using the procedures for filing a sealed document. The document will be temporarily placed under seal until a ruling is made on the request to seal.

If the court has previously ordered that the document(s) be filed under seal, you should electronically file a Notice of Manual Filing. File the original document(s) with the Clerk, along with a copy of the Notice of Manual Filing and Notice of Electronic Filing (NEF). Include one working copy of the document(s), Notice of Manual Filing, and Notice of Electronic Filing for the presiding judge.

### **14. Ex Parte Matters**

Unless you are the only party in a case who is a registered CM/ECF user, you cannot file a document ex parte using the system because of the electronic notification feature. Any time a document is filed, regardless of whether it is filed electronically, on paper, or under seal, notification is sent to all parties who are registered users. If you have been directed to file something ex parte or wish to request permission to do so, you should follow the directions in the Electronic Case Filing Administrative Policies and Procedures Manual.

### **15. Registration of Foreign Judgment**

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When registering a foreign judgment, you should scan the certified judgment. AO form 451 and any other documents from the sending court and submit them on diskette or CD. Also submit one paper copy of the documents. Counsel is responsible for maintaining and producing for inspection by the court or any party, the original documents until the latter of the judgment expiring or the conclusion of any appellate proceedings relating to collection efforts in this district. **The filing fee must be received before the judgment can be registered.**

## **16. Certified, Notarized and Documents Authenticated by Other Means**

Documents, which are certified, notarized or authenticated by other means, should be scanned and filed electronically if they are less than 45 pages in length. The filer is responsible for maintaining the original and making it available for inspection upon request by the court or another party. The filer shall retain the original document until two (2) years after the expiration of the time for filing a timely appeal of a final judgment or decree, or after receipt by the Clerk of Court an order terminating the action on appeal. If the document is 45 pages or longer, you should file the original into subparts following the procedures for filing a lengthy exhibit.

## **17. Orders**

### **A. Entry**

Electronic filing by the court or court personnel of any orders, decrees, judgments or proceedings of the court shall constitute entry on the docket as well as notice to and service on registered users in the case, under the Federal Rules of Civil Procedure.

### **B. Signatures**

Any order filed electronically without the original signature of a judge has the same force and effect as if the judge had affixed his or her signature to a paper copy of the order and it had been entered on the docket in a conventional manner.

### **C. Electronic Marginal (Paperless) Orders**

At his or her discretion, a judge may rule upon a motion by having a text only entry made on the docket. There will be no PDF document attached to the entry. The system will however, generate a notice of the entry. Such entries shall have the same force and effect as any other type of order. You will receive electronic notice of the filing of the order however; the notice will not have a link to a document.

## **18. Troubleshooting**

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## **A. Cannot View Document Using Link in E-mail Notification**

### **1. System Prompts to Enter PACER Login and Password**

Each e-mail notification that a document has been filed electronically contains a link to the document which you may use one time to view, download and/or print the document without charge. If when you click on that link you are prompted to enter your login and password it means that according to the system you have already had your one time “free look”. Certain things will make the system act as if you have accessed the document when in fact, you have not. To avoid this problem, do **not** forward an e-mail notification to another e-mail address, and do **not** open the e-mail and close it without using the link to view, download or print the document. To help ensure that you do not accidentally miss your free look (expires 15 days after filing), it is suggested that you add a second e-mail address to your account. Each address will have the opportunity for one free look at the document. See **Your Account** under **Utilities Feature** for instructions on adding additional e-mail addresses.

### **2. The Link to the Document Does Not Work**

Frequently you will receive e-mail notification of docket activity, but will be unable to link to a document. The most common reason for this is that there is **no** electronic document. Many docket entries are made by the Court without either a paper or electronic document. Such entries include ones related to court proceedings, entries made to update case or party information, and marginal or paperless orders by a judge. Also, because the e-mail notification is linked to the case management software, e-mail notifications are sent in cases that are exempt from electronic filing. There is no link to the document because it was filed in paper format.

## **B. System Will Not Allow You to Attach a Document**

Occasionally you will try to attach a document, but when you click on Next, you will receive the message: ERROR: Document is not a well-formed PDF document. This means the system is not recognizing your document as a PDF. First, check to make sure that you did not accidentally attach a document in another format. Second, review your document to make sure it does not contain any hyperlinks. For security reasons, the will not accept documents with hyperlinks. Third, try going back to your word processing version of the document, convert it again, save with a new name and attempt to file it. If this doesn't work, the problem is most likely with your software and you will need to contact your technical support or the software company. If you cannot resolve the problem before a filing deadline, you may want to print the document from your word processing program and scan it. You also may bring a diskette with the document on it in Word or WordPerfect format to the Court, convert it to PDF on

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one of the public terminals in the Clerk's Office, and file it from there.

### **C. Menu Options are Missing or Appear Different**

Sometimes computers retain memory of prior logins and will display old screens when you enter your login and password. To clear out old information from your browser:

#### **1. Netscape 4.7**

On your browser's menu bar, click on Edit, then Preferences. On the left side of the pop-up window, double click on Avanced. Then click on Cache. On the right side of the pop-up window, click on Clear Memory Cache and then OK. Then click on Clear Disk Cache and then OK. Close your browser. Reopen it and log into the CM/ECF system.

#### **2. Internet Explorer 6.0**

On your browser's menu bar, click on Tools, the Internet Options. Go to the General tab. Click on Dele~~t~~e Cookies and OK, then click on Dele~~t~~e Files, check the box for Dele~~t~~e all offline content, then click OK, and then Clear History. Close your browser. Reopen it and log into the CM/ECF system.

## **Help Desk**

The Clerk's Office shall deem the Court's CM/ECF site to be subject to a technical failure on a given day if the site is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 10:00 a.m. Eastern Time that day. Known systems outages will be posted on the Court's web page, if possible. The initial point of contact for any practitioner experiencing difficulty filing a document electronically should be the ECF Help Desk. The telephone numbers are:

Civil	336-332-6020
Criminal	336-332-6030
Toll free	1-800-659-2212

See Electronic Case Filing Administrative Policies and Procedures Manual, Section P, for further details.